FACULTY OF EDUCATION
Open Distance Learning (ODL)

2017

BEdHons: Level 8
Prospectus (Information Booklet)
BACHELOR OF EDUCATION
(HONOURS)

BEdHons (Level 8)

SCHOOL OF EDUCATION STUDIES

Open distance learning students

PROSPECTUS (Information booklet)

2017

North-West University
Potchefstroom Campus
Faculty of Education Sciences
Contact details:

Tel: 018 285 5900
Fax: 087 234 4957
Website: http://distance.nwu.ac.za/
          http://distance.nwu.ac.za/contact-us-general-information
E-mail: DistancePotch@nwu.ac.za
Sms: Send SMS to 43366 NWU[Space]Studentnumber[Space]Subject code[Space]And the question

2. Direct all written correspondence to:

2.1 Academic matters:
The Director: School for Education Studies
North-West University
Potchefstroom Campus
Private Bag X6001
Potchefstroom
2520
South Africa

2.2 Administrative matters:

The Unit for Open Distance Learning (UODL)
Building B11A
North-West University
Private Bag X6001
Internal Box 539
Potchefstroom
2520

PLEASE MENTION YOUR STUDENT NUMBER IN ALL CORRESPONDENCE

PLEASE NOTE: The information in this 2017 BEdHons Level 8 ODL Information Guide pertains only to students registered in 2017 onwards.
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Dean’s Letter

Dear NWU-ODL student

I would like to welcome you as a student to the North West University's Faculty of Education and trust that your association with the Faculty will be a pleasant one.

As you may be aware, the University Council has resolved on a unitary structure and as of 2017 the NWU will no longer function as separate campuses. At the time of finalising the ODL information booklets, the structures have not yet been finally approved and I therefore invite you to please keep an eye on the NWU website, where information will be posted regarding the Faculty’s structures and officials. I wish to assure you that the current management of the three campuses are agreed that the quality of the academic programmes and the support to you as a distance student are non-negotiable.

The following information details the phasing out and phasing in of the Faculty’s distance programmes and sets out the articulation route for Education qualifications:

The NPDE (NQF Level 5) is being phased out completely and will not be replaced with another qualification. All prospective teachers will now have to register for a BEd (NQF Level 7). The Faculty already began offering the Diploma in Grade R Teaching in 2013 and the BEd (Foundation Phase) in 2016 and will be offering the BEd (Senior & FET Phase) and the Advanced Diploma in Teaching from 2017. The BEd (Intermediate Phase) is to be offered from 2018 in the distance mode, pending SAQA approval.

Students who have obtained an NPDE may enrol for the ACT (NQF Level 6). The Faculty is already offering the ACT in the Foundation Phase and Intermediate Phase and intends to offer the ACT in the Senior and FET Phases from 2018, pending SAQA approval.

The ACT will now replace the old ACE, which was also an NQF Level 6 programme. Please note that both the ACE and the ACT grant students admission to the ADE (NQF Level 7), after which students may enrol for a PGDip or a BEdHons, which are both at NQF Level 8. The difference between the two qualifications is that the BEdHons has a research component, which allows students to enrol for a master’s degree once having obtained a BEdHons, should all admission requirements be met. Students with a PGDip who wish to further their studies will first have to pass the research component
and fulfil the requirements set by the Faculty before they will be permitted to enrol for a master’s degree.

This prospectus (information booklet) details all the relevant administrative arrangements relating to your studies in 2017. Please diarise the dates and times regarding contact sessions and the submission of assignments, tests and examinations as they pertain to you.

Through the BEdHons programmes - Curriculum Studies and Learner Support (Level 8) - you will be academically equipped for your leadership task in the teaching profession. You will note that the BEdHons programme is centred around three objectives, namely to provide a holistic orientation in Education as a science, to provide you with relevant research preparation in Education sciences and to give you an introduction to a particular area(s) of specialisation within Education.

On attainment of these objectives, you should be equipped to successfully progress to postgraduate study as MEd in Curriculum Studies or as MEd in Learner Support. This implies that your lecturers will make high, but not unreasonable, academic demands of you.

Highly qualified academics in the various disciplines in the Faculty are available to you, as are the University’s library and information technology systems. You will find that, in addition to being experts in their respective fields, your lecturers are people with an understanding of the challenges and problems that students have to deal with. Similarly, we ask that you too demonstrate an understanding for the lecturers, who, like you, have to work according to target dates.

Most important is that you have made the momentous decision to better equip yourself for your future. Good luck with your studies and may you enjoy the journey towards the attainment of your qualification.
Prof Robert Balfour
Dean of the Faculty of Education Sciences, Potchefstroom campus (2016)
Assigned chairperson of the Education Joint Executive Committee (2016)
What is Open Distance Learning (ODL) within the School for Education Studies?

The School of Education Studies (SE) is home to the BEdHons programmes in the Faculty of Education Sciences. As such the SE offers three modes of delivery to students: Full-time contact (1 year), part-time contact (2 years) and ODL (2-4 years). The Open Distance mode of Delivery (ODL) is an approach that combines the principles of blended learning, learner centeredness and lifelong learning. The ODL mode of delivery allows for access to learning, flexible provision, the removal of barriers to learning, the recognition of prior learning, and the construction of learning programmes in the expectation that learners can succeed. Furthermore, this ideal of academic success is supported by providing student support, e-learning, including white board sessions, and the maintenance of rigorous academic and administrative quality assurance measures. We are committed to provide for the needs of the unique group of students who wish to study through ODL.

The Unit for Open Distance Learning (UODL) at the Potchefstroom Campus delivers administrative assistance to students who chose the ODL-mode of delivery on behalf of several of the faculties, including the Faculty of Education Sciences, at a number of open-learning centres in Southern Africa and Namibia.

2016 marked the end of ODL-provisioning of the four BEdHons (Level 7) programmes and students enrolled in these programmes will complete their studies not later than 2020. 2016 was also the year in which the 2012 BEdHons (Level 8) students will have completed their studies.

However, BEdHons Curriculum Studies and Learner Support (Level 8) will be the only programmes that will register selected students for 2017 within a structured two-year academic programme (for more detail see par. 2.1.8). More programmes are in the process of being approved by the DHET and they might be available for registration at the end of 2017 for implementation in 2018. We believe that the capping of student-intake will ensure sound academic and research support to all our ODL-students.
The Unit for Open Distance Learning

The Unit for Open Distance Learning (UODL) at the Potchefstroom Campus delivers administrative support to open distance programmes on behalf of several of the NWU's faculties, including the Faculty of Education Sciences, at a number of open-learning centres in Southern Africa.

Distance-learning programmes are offered on the following principles:

a) Students in the BEdHons programme Curriculum Studies and Learner Support have to apply and will be able to register after a selection process at the end of each year.

b) Each programme has a minimum and maximum duration in order to complete the studies.

c) Students have a number of assessment opportunities (examinations) during a study period (see par. 1.3).

d) Students do not have a second examination opportunity directly after the first attempt. If students fail the first attempt (e.g. in June), they can rewrite the failed module during the next examination opportunity (e.g. in November).
e) A valid participation mark will give the student access to two examination opportunities, after which a student must submit assignments in order to generate a new participation mark.

f) Contact sessions are presented by means of interactive whiteboards, supported by programme facilitators. Lectures can also be followed on a personal computer if students have access to the Internet. All modules presented by means of interactive whiteboards are stored on the Internet for students to access at a later stage. This may also be accessed at NWU and OLG websites, and MOODLE: http://distancenwu.ac.za/content/unit/unit-open-distance-learning-resources.

g) Students are supported by means of a call centre, social media (Facebook) and contact with lecturers and facilitators.

h) Examinations are written at several examination centres throughout Southern Africa and Namibia, but the NWU can request students to write a specific module at the Potchefstroom Campus.

Prof Willem van Vollenhoven
UODL Faculty of Education Sciences’ Academic Manager
1 General academic rules for ODL programmes

(Aligned with the NWU’s Academic Rules)

1.1 Admission requirements to programme(s)

The admission requirements for all formal academic qualifications offered by the University are set out in the admission policy as approved by the senate and council. http://www.nwu.ac.za/sites/www.nwu.ac.za

1.2 Assessment criteria

1.2.1 Participation mark

“Participation mark” means the mark awarded to a student in a module within a prescribed period by means of formative assessment for the completion of those teaching-learning activities that are required as part of the study within the module.

A participation mark for modules in ODL programmes is obtained by successfully completing and obtaining an assignment mark for the prescribed assignment(s) as stipulated within every module-specific tutorial letter.

An assignment mark may contribute towards the participation mark of a specific module for only two examination opportunities. Thereafter a new assignment must be submitted for a new participation mark in order to gain admission to write the examination in that module.

1.2.2 Module mark

A “module mark” is a mark calculated according to a formula that is determined from time to time for each module in terms of faculty rules. The formula is based on the participation mark and the examination mark awarded to a student in a module; provided that the weight of the participation mark in the above-mentioned formula may not be less than 30% or more than 70%.

In calculating the module mark for all modules in the BEdHons the participation mark for modules in the BEdHons carries a weight of 50% and the examination mark a weight of 50%. However, the minimum mark required in both the participation and the examination
marks, is 40%, but students have to obtain a 50% aggregate to pass a module.

**NB** Owing to the fact that assignments can get lost in the post, students should make and keep a copy of their assignments before posting them. However, students should post the original assignment to prevent suspicion of plagiarism.

### 1.2.3 Admission to examinations

According to Academic Rules A.2.4.2 and A3.4.2 any student who has obtained the required proof of participation and/or participation mark as prescribed, will be admitted to the examination in the module concerned.

A participation mark will allow a student a **second consecutive examination opportunity**, should they fail the first attempt.

### 1.3 ODL Examination opportunities

Students selected for the BEdHons Curriculum Studies or the Learner Support (Level 8) will follow a more structured programme offering as well as a more rigid assessment procedure whereby they will have a **second consecutive examination opportunity**, should they fail the first attempt (see 1.2.3).

Examination opportunities are scheduled during June/July and October/November of every year over all campuses. Students in the BEdHons (Level 7) programmes can write any module - after obtaining a participation mark of at least 40% - during either June/July or October/November of each year.

Examination opportunities and information are communicated to students through the relevant prospectus (programme information booklet) and timetables, the NWU and OLG websites, eFundi (NWU) and MOODLE (OLG). The number of examination opportunities per module is determined according to the maximum study period for the qualification for which the student is registered.

**Please note:** What is important to remember: If a student passes with the first opportunity, there will not be a second opportunity. When the student fails after the first opportunity he/she may write examination on the very same participation mark but (AND THIS IS A CHANGE) **HE/SHE MUST USE THE SECOND OPPORTUNITY IN THE VERY NEXT EXAMINATION six (6) months later.** If he/she
does not use the opportunity in the consecutive examination, he/she will fail the module and will need to **RE-REGISTER** for it again.

A student who is going to use the consecutive second examination opportunity may improve his/her participation mark by submitting a new assignment, clearly marked **RE-SUBMISSION**.

Examination opportunities and information are communicated to students through the relevant prospectus (programme information booklet) and timetables, the NWU and OLG websites, eFundi (NWU) and MOODLE (OLG). The number of examination opportunities per module is determined according to the maximum study period for the qualification for which the student is registered.

NWU web address: [http://www.nwu.ac.za/sites/www.nwu.ac.za](http://www.nwu.ac.za/sites/www.nwu.ac.za)

### 1.4 Unsatisfactory academic performance

A student whose academic performance is unsatisfactory will receive a formal written warning from the Dean: FES or an administrator authorised by them. Thereafter, if progress is still not satisfactory, the student will or could be dealt with in terms of General Academic Rules A2.4.8 and A3.4.6.

### 1.5 Termination of studies of ODL students

The minimum and maximum duration of study for the various qualifications is indicated in the calendar and in the programme prospectus (information booklet) for the qualification concerned. One year before the maximum duration of study is exceeded and a student’s studies are finally terminated, such a student will receive a warning letter from the Dean: FES or an administrator authorised by him to inform them of the two final examination opportunities in which all outstanding modules must be passed. Should such a student still have outstanding modules after these examination opportunities, the studies of such a student must be terminated in terms of Academic Rules A.2.4.7.1, A.2.4.8 and A.2.8.

Only in exceptional cases, and then on the grounds of irrefutable evidence, will the Dean: FES or the school director, or the programme leader authorised by the dean, consider a request for continuation of studies from a student whose studies have been terminated. Should such an application be successful, the student will be afforded only one examination opportunity to complete all outstanding modules.
1.6 Warning against plagiarism

Assignments are individual tasks and not group activities (unless explicitly indicated as group activities). For further details see:


2 Academic matters

2.1 Programme information: BEdHons Level 8 (Registration 2017)

(Refer to the NWU calendar for the programme at http://www.nwu.ac.za/p-fes) or see par. 2.1.8.

2.1.1 Nature and general aims

This qualification is intended to acknowledge specialised academic or professional studies in Education. On completion of the studies, candidates will be able to demonstrate an advanced reflexive understanding of and a competency in knowledge, skills, values, principles, methods and procedures relevant to the specific specialisation in Education.

2.1.2 Study duration and articulation, and phasing-out dates

a) Study duration

The minimum duration for completion of BEdHons studies is two years, with a maximum of three years.

b) Articulation

i. The BEdHons degree articulates to MEd in accordance with specific programme requirements.

2.1.3 Specific objectives

The NQF level 8 qualification prepares students for a master’s degree in Education (MEd) at NQF level 9.

a) Students will be able to understand the role that research plays in Education, make basic evaluations and conduct educational research.
b) These studies will enable students to play a leadership role in professional educational activities in the different sectors of teaching in South Africa.

2.1.4 Admission requirements

Any recognised education qualification that totals 480 credits (of which 72 are at NQF level 7), or any recognised RPL equivalent of the above-mentioned:

a) recognised BEd or
b) recognised a B-degree and PGDip qualification (Level 7).

2.1.5 Faculty-specific requirements

Students who wish to specialise in Curriculum Studies or Learner Support, require this qualification to enrol for a MEd in either programmes.

2.1.6 Rules for the programme

(Refer to the NWU calendar for the BEdHons):

The rules for the BEdHons programme must be read together with the general academic rules of the university (A-rules), which are available on the internet at: http://www.nwu.ac.za/node/5661

2.1.7 Programme outlay

The BEdHons degree is conferred in ONE of the following fields of study for 2017:

2.1.8 ODL structuring of your curriculum

ODL: BEdHons Curriculum Studies (Curriculum code: O603P)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First semester</strong></td>
<td><strong>First semester</strong></td>
</tr>
<tr>
<td><strong>Module code</strong></td>
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<tr>
<td><strong>Cr</strong></td>
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<tr>
<td>FOER 611</td>
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<td>CUDE 611</td>
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<tr>
<td>ISCS 611</td>
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**Year 1**

**Second semester**

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<td>RSPR 671 (*1)</td>
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<tr>
<td>SLAD 621</td>
<td>8</td>
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<td>Total 2nd semester</td>
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<tr>
<td>Total year 1</td>
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**ODL: BEdHons Learner Support: O618P**

**Year 1**

**First semester**

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<tr>
<td>IELS 671</td>
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<td>CEPS 612</td>
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<tr>
<td>APLS 674</td>
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<td></td>
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<tr>
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<td>Total 1st semester</td>
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**Year 1**

**Second semester**

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<td>RSPR 671 (*1)</td>
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<tr>
<td>IELS 671</td>
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<td>APLS 674</td>
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</tr>
<tr>
<td>RSPR 671 (*1)</td>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
a) **Please note** a normal academic year programme as indicated above will be followed.

b) You will not be allowed to choose which of the modules you want to receive whiteboard sessions in or choose assignments other than those allocated per semester over a two-year period.

c) For instance: **Assignments** have to be handed in for the first semester 2017 in FOER 611, CUDE 611 and ISCS 611 **only**. Should you fail to reach a 40% participation mark in any or all of the modules, you may submit assignments during the second semester to be able to write examination in November.

However, **whiteboard/contact sessions will only** be offered during the **first semester** in FOER 611, CUDE 611 and ISCS 611. **Examination** of FOER 611, CUDE 611 and ISCS 611 will be in June 2017. Should you fail any or all of the modules your **second exam opportunity** will be in November 2017 in FOER 611, CUDE 611 and ISCS 611.

a) If, after two years, you still have to complete **not more than four modules**, you will be granted **two more consecutive exam opportunities** to complete the curriculum.

2.1.9 Language

The language of tuition via ODL is English. Study guides for all the modules are available in English. A student may write examinations and submit assignments in either Afrikaans or English. Contact sessions are conducted in English.

2.1.10 Study material and study guides

a) Study material will be delivered either by **postal or courier services** to the address you have indicated for the delivery of study material.
b) Please note that you must indicate a physical address or work address to which the study material can be delivered via courier.

c) Study material sent through postal services must be collected from the post office within **seven working days** or it will be returned to the NWU. The student will be liable for the cost of postage.

d) Study guides will be available on e-Fundi

e) e-Fundi

i. This program is supported by the e-Fundi learner management system. All your guides will be downloaded on this platform. You will be able to communicate with your lecturer and peers in this platform and you will submit your assignments on this platform.

ii. When you sign up to use e-Fundi your username is your student number. For the first time you will need to use your RSA ID number as your password. Namibian students will need to use their passport number as pass word. Kindly change your password and memorize it.

iii. All NWU students have an e-mail. This e-mail consist of: your **studentnumber@g.student.wnu.ac.za**

iv. You will receive notification on this e-mail address after submission of your assignments.

### 2.2 Teaching and learning arrangements

#### 2.2.1 Assessment (assignments and examination)

##### 2.2.1.1 Assignments

a) Please follow the format for academic assignments as stipulated in the tutorial letters and in the **North-West University’s Referencing Guide**.

b) Students are required to submit assignments according to dates specified in this BEdHons (Level 8) ODL 2017 Prospectus (Information Booklet).
c) All assignments have to be submitted electronically via eFundi. Please complete your assignments in due time so that you will be able to concentrate on preparing for the examinations.

d) No assignments in hard copy or hand written will be accepted.

e) Enquiries regarding assignments: 018 285 5900.

f) Important to know

- Assignment / participation marks per module with an aggregate of 40+\% give you admission to the examination.

- An assignment mark can only be used for two exam opportunities after which a new assignment must be submitted.

- No late assignments will be accepted in any form or format. Students who submit their assignments later than the due dates will be unable to do so as eFundi will decline late submissions.

- RSPR 671: Students will receive lecturer supervision in the RSPR 671 research proposal and report (RSPR 671 Research Project) prior to the due date to submit. The supervision will be done in electronic format only.

- After submitting your assignment, you will receive an e-Mail. If you did not receive an email confirming your submission of your assignments, you have to resubmit; if you still did not receive an e-mail-confirmation, please contact your Module lecturer.

- Meld asb dat werksopdragte eers ingedien is as hul n e-pos vanaf die sisteem kry dat die werksopdrag ontvang is.

g) Ensure that your RSPR 671 proposal is submitted on or before the due date of 21 October 2017, whilst the Report will only be submitted in October 2018.

h) Due dates
### Assignments

<table>
<thead>
<tr>
<th>Date</th>
<th>RSPR 671 Proposal: 21 October 2017</th>
<th>RSPR 671 Report: 20 October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 April 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 September 2017</td>
<td></td>
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</tr>
</tbody>
</table>

- **Library services:**
  - **Library website:** [www.nwu.ac.za/library](http://www.nwu.ac.za/library)
    All registered students of the NWU have access to the library. Type your surname and student/ID number when prompted to do so when working off-campus.

- **Library hours:**

  **Term:**
  - Monday to Friday 07:30–18:00
  - Saturday 10:00–13:00

  **University holidays:**
  - Monday to Friday 07:30–16:30
  - Saturday 10:00–13:00 (not open on Saturdays during December)

  The library is closed on public holidays.

- **Loan services of the library**

  Undergraduate ODL students may borrow 6 books for 2 weeks and postgraduate ODL students may borrow 10 books for 1 month with two renewals allowed if requested before the expiry date of the loan period (on condition that the books are not required by other users).

  To renew books via the internet: go to the library's web page at [www.nwu.ac.za/library](http://www.nwu.ac.za/library) and click on **Renew your books** under **Services**. Only possible if books are not overdue.

- **Library information and assistance**

  Go to the library’s web page at [www.nwu.ac.za/library](http://www.nwu.ac.za/library). Under the heading **Guides**, click on **Guides and manuals (PC)** to access useful information.
Call any of the following numbers for assistance on library matters: 018 299 2859 or 018 299 1577

Supply your NWU student number in all instances when you request information.

- **LibGuides**

To find specific information related to education studies, click on the LibGuides tab on the website at www.nwu.ac.za/library. Click on Education (PC) and use the different sections to get study information and information on how to search for books, articles etc.

- **Information retrieval guides:**

For help with using databases:

Go to www.nwu.ac.za/library, choose Guides, click on Information retrieval guides and choose Education.

- **Examination papers**


Complete ONLY the Subject code block according to the example provided.

Call 018 299 2859 or 018 299 1577 for library assistance.

Call 018 285 5900 for other requests.

j) **Submission of assignments**

- Please note that the due dates for assignments are: 8 April 2017 for the first semester and 9 September 2017 for the second semester.

- Kindly note that late submissions will **not** be captured.

- All assignments should be submitted **electronically on e-Fundi**.

- NB An assignment is ONLY submitted if you used the "Final submission" button on e-Fundi and if you have received an e mail to your @g.student.nwu.ac.za e mail address. In this
e-mail you will find a submission number. Kindly save this as evidence of submission.

2.2.1.2 Examination

a) **No examination information sessions** will be facilitated at Learner Support Centres\(^1\) during 2017.

b) Students need a participation mark to be allowed to write examinations. You will officially be notified whether you have complied with this prerequisite.

c) Students may download previous examination papers and tutorial notes from the OLG website at: [www.olgdownloads.co.za](http://www.olgdownloads.co.za) or NWU Library website: [http://collections.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html](http://collections.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html)

d) **Important** contact numbers regarding examination enquiries

All queries: 018 285 5900 or 011 670 4850. Saturdays 08:00–16:00: 082 7796 390.

e) **Examinations are written at one of the venues on the list provided.**

f) **Please** take careful note of the details given below regarding the examination procedures so that you know what is expected of you:

i. Examinations will take place on the dates given in the examination timetable.

ii. Familiarise yourself with the examination timetable and be prepared to write the exams on the specified days. The exam timetables have been finalised and **NO changes** will be considered.

iii. A personal timetable for examination leave that can be submitted to the Department of Basic Education will be posted to you. If you have **NOT** received this timetable **two weeks** prior to the exams, you must please inform the Unit for Open Distance Learning office immediately.

\(^1\) Please note that Learner Support Centres refer to NWU-ODL students; previously known as Learner Support Centres.
iv. Examination papers are set in accordance with the module outcomes and marked by lecturers and accredited markers from the University.

v. As soon as your results have been processed, you will be notified by SMS/email/eFundi.

vi. The final promotion is done by an examination panel from the University.

vii. If you should fail a module during the examinations, you will have the opportunity to rewrite the module the following semester. For instance: if you failed a 1st semester module during the July examination, you will have the opportunity to rewrite it again during the October/November examination. If you fail a module again during the second examination you will have to reregister and pay for the module to obtain the opportunity to write it again in the July examination the following year.

viii. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence and the necessary steps will be taken.

ix. Dishonesty during the examination could lead to a candidate being expelled from the course. Please ensure that you do not become a victim of this kind of behaviour. It is not worth it.

x. IT IS IMPORTANT THAT YOU ATTEND AT THE EXAMINATION VENUE YOU HAVE INDICATED ON YOUR APPLICATION FORM, SINCE PROVISION WILL BE MADE FOR YOU ONLY AT THAT EXAMINATION CENTRE. ONLY WRITTEN REQUESTS FOR ANY CHANGE OF EXAMINATION VENUE WILL BE ACCEPTED. YOUR EXAMINATION CENTRE IS THE CENTRE CLOSEST TO YOUR HOMETOWN (see list provided).

xi. NO marks will be given telephonically.

xii. How to find your results on the internet: http://www.nwu.ac.za

- Under the heading STUDY HERE click on the Exam results link.
• The login window will appear. Type in your student number and PIN (the pin can be requested on the same webpage).

xiii. You can also obtain your examination results via SMS. On your cell phone, go to new messages, type in your student number followed by the word NWU and send the message to 35606. An SMS will be sent to you with your results.

xiv. You can also make use of the MTN line to receive your examination results. The number to call is 083 123 222. Have your student number available.

g) Examination marks are evaluated as follows:
   i. Minimum participation mark per module = 40%
   ii. Examination sub-minimum = 40% per module
   iii. Participation plus examination marks constitute the module or final mark
   iv. Distinction = 75%
   v. Pass mark = 50%
   vi. Examination (50%) + participation (50%) = 50% module mark (final mark). Please note that you could obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the exams which is 40%.

h) Examination papers from previous years
   i. Previous examination papers can be obtained from the internet at the following address: http://www.nwu.ac.za; http://library.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html
   ii. or on the Open Learning Group’s website, www.olgdownloads.co.za

• Under the header PAST PAPERS find NWU past exam papers. Click on the Find now link.
• Under the header Past Exam Papers choose the relevant year’s exam paper.
2.2.2 Cancellation of studies/Expulsion: Process

2.2.2.1 Notice to the Head: Support Section

a) Your notice of cancellation of studies or single-course modules should be submitted on the official cancellation form available from Support Section at room G30 in the UODL, Building B11A on the campus plan.

b) Notice of cancellation:
   
i. Should notice of cancellation take place by letter, it should be addressed to
   
   The Head: Support Section
   
   Attention: Mrs Allison Cloete
   
   Private Bag X6001
   
   POTCHEFSTROOM 2531
   
   ii. Should notice of cancellation be sent by registered mail, the date of receipt will be noted as the official cancellation date.

   c) The cancellation is valid from the date of proper submission of the cancellation form to the Department of Academic Administration (UODL/OLG), or from the date of receipt of the registered postal article by the Head: Support Section (UODL/OLG).

   d) The Head: Support Section or Department of Academic Administration (UODL/OLG) will notify the NWU Financial Administration: Revenue accordingly regarding the cancellation.

2.2.2.2 Fees payable upon cancellation of studies

a) Should students cancel their studies prior to 19 February, only the registration is payable as set out above. Should students cancel their studies after 19 February March, the full tuition for the first semester is payable.

b) Should students cancel their studies for the second semester prior to 31 July, only the tuition for the first semester is payable. Should students cancel their studies after 31 July, the full tuition for the year is payable.

c) Should students cancel their studies, all bursaries and/or loans are repayable immediately.
2.2.2.3 Continued liability for fees payable upon expulsion from studies

In all cases of transgressions and subsequent disciplinary steps that it might entail in terms of the provisions of the University’s Statute and the Students’ Disciplinary Rules, the temporary or permanent, total or partial suspension of rights and privileges, intervention in or interruption or termination of studies or non-acceptance in a residence, the student concerned forfeits any claim to the repayment, reduction or waiver of moneys that have been paid, or are payable to the University. All bursaries and/or loans are also repayable immediately.

3 Administrative matters

3.1 Change of address

It is important to inform the Unit for Open Distance Learning of any change of address or contact number. Valuable information regarding your studies will be lost if we do not have this information.

3.2 Financial arrangements

3.2.1 Fees payable upon changing of modules

Should a student change any module(s) after the period allowed for changing, which is annually determined by Academic Administration, no credit will be granted for the cancelled module(s).

3.2.2 Credit amounts on a university account

a) If a credit balance arises on a university account, application may be made on the prescribed form for payment of the credit amount per cheque or direct transfer; no credit will be paid out in cash.

b) Credit balances on student accounts can only be paid out against acceptable proof of the student’s identity. Payment to any other person than the student can be made only on written authority of the student on the prescribed form available at the enquiry desks and against satisfactory proof of the identity of the student. The above procedure is necessitated by relevant legislation and internal controls.

c) Official application forms for credit payments are available at student-account enquiries, on the website or 018 299
2674 and should be fully completed and approved for the pay-out of credits. Please take note of the cut-off times for requesting payments, as well as time delays before actual pay-out. A standard levy will be charged on the student’s account for every cheque issued for this purpose.

3.2.3 General account enquiries

a) Enquiries with regard to student accounts may be addressed to the staff at student accounts situated on the ground floor of the Joon van Rooy Building.

Tel: 018 299 2667/8/9
018 299 2670/1
018 299 2672/3

Fax: 018 293 5230/5234/5252
018 293 5313/5314/5315

Email: PUK-studyfees@nwu.ac.za

3.2.4 Web address

The complete Fees Payable and Financial Rules are available at: www.nwu.ac.za/gelde

4 Contact sessions, year programme

(Refer to paragraph 7 for detailed information on Learner Support centres)

4.1 General information regarding sessions

a) Note: Please refer to the timetable before contacting the helpdesk.

b) Familiarise yourself with dates of contact sessions taking place in your area (included in this booklet).

c) Your timetable will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. No other modules will be facilitated at a Learner Support centre on one specific date.

d) Timetables for all centres are included in your booklet. You may attend any Learner Support session in any area. You do not have to book to attend a Learner Support session. Please ensure that you use the correct timetable for the
given centres. Dates, times and centres are clearly indicated.

e) When attending contact sessions, students are requested to complete attendance lists at the centre at which they attend contact sessions. Even if sessions are facilitated by means of the interactive whiteboards, attendance lists must be completed for all modules.

4.2 Learner Support-tuition information

4.2.1 Whiteboard sessions

a) Contact sessions are provided at Learner Support centres during Interactive Whiteboard sessions (IAW). This means that the lecturer responsible for the module will teach in Potchefstroom while his/her lecture is being broadcast live to the different Learner Support centres.

b) Each Learner Support centre has a technician and/or programme facilitator to assist students. You can therefore interrupt the lecturer or answer questions at any time, as the whiteboard allows for immediate interaction. The technician and/or programme facilitator will assist you in this regard.

c) During the Interactive Whiteboard sessions students may SMS questions to 43366 regarding the module being presented. Normal SMS rates apply to this number. These questions will be handled by the lecturer during or after the session.

d) More information regarding this system will be communicated to you during IWB sessions.

The majority of sessions in 2017 at all Learner Support centres will be facilitated utilising the interactive whiteboards.

e) Please ensure you are on time for your modules/programme. The time slots are scheduled according to these times similar to TV programmes. If you are late you will miss out!
4.2.2 Contact sessions at Learner Support Centres

a) Attending contact sessions is not compulsory, although it research indicates that normally those students who attend them have a higher success rate.

b) During these sessions, you will meet with relevant academic professionals who will give you advice on your assignments, give feedback regarding completed assignments and provide academic guidance through your study material. You will also have the opportunity to work in groups with peers.

c) It is very important that you are well prepared when you attend a contact session.

d) Contact sessions are primarily scheduled on Fridays and Saturdays, however weekdays are also on the programme, and take place at registered LEARNER SUPPORT CENTRES. Refer to the timetable for the correct dates.

e) Students can also write exams at the study centre, but must indicate such a preference well in advance.

f) Only modules as indicated on the timetable will be facilitated on the assigned dates.

g) Timetables for all contact sessions from January 2017 to 30 October 2017 are included in this booklet.

a. Communication and contact details regarding contact sessions

a) SMSs will not be sent out for all sessions. If you do not receive any SMS reminding you of contact sessions, please contact 018 285 5900 or 011 670 4850 to update your information on the system.

b) Only programme-specific SMSs will be sent to students.

c) In all cases please refer to your year programme regarding contact sessions in your area.

d) For additional information regarding your studies also visit the UODL Facebook page or EOA.
e) If unsure where to attend contact classes in your area, please call 018 285 5900 (office hours – Monday to Friday 08:00–16:30) or 082 7796 390 (Saturdays 08:00–16:00).

f) Should you experience problems with programme facilitators at Learner Support Centres, please contact 082 779 6390.

4.3 Contact-session timetable for 2017: BEdHons Level 8

(The contact-session timetable includes information regarding Student Support centres, contact times and dates, modules, semesters)

b) Take note that there are probably two and even three sessions that could be presented at selected Learner Support Centres:
   
   • Whiteboard 1
   
   • Whiteboard 2

c) Whiteboard sessions will take place on the times scheduled in the timetable in your year programme.

d) If an SMS is sent to you reminding you of contact sessions, please refer to your year programme to see whether your programme/modules will be facilitated during the sessions on that specific date.

e) Refer to your year programme for the closest Learner Support centre in your area. You may attend contact sessions in any area. You do not have to book for contact sessions.

f) **PLEASE NOTE:** NWU lecturers used to present Winter and Summer vacation schools. Due to changes in the Faculty structure, these sessions are now part of the timetable below
### First Semester 2017

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<thead>
<tr>
<th>Time</th>
<th>Whiteboard 3</th>
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### Second Semester 2017

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<td>RSPR 671</td>
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<td>FLCE 621</td>
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</tbody>
</table>
g) If you want to attend any of the contact sessions in Potchefstroom you have to make your own reservations at the following guest houses, however others may be found on the Internet:
  
  - Dennepark Guest House: 018 299 2449 (Contact person: Ms Deline Thompson/Bettie Etsebeth)
  - Hockey Academy: 018 299 4141 (Contact person: Ms Erika de Vries/Ms Ilene Joubert).

5 Examination timetable

- Students will sit for examinations at the end of the semester that the module is offered after having obtained a participation mark of minimum 40%. Examination takes place from **31 May 2017 to 21 June 2017**

- Second semester examination of *first and second semester modules* takes place from **24 October 2017 to 11 November 2017**

Please note that these dates are subject to change

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<tr>
<th>BEdHons First year First Semester 2017</th>
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<th>BEdHons First year Second Semester 2017:</th>
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<td>ISCS 611</td>
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<td>ISCS 6114</td>
<td>17 November</td>
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2 Second exam opportunity
3 Second exam opportunity
4 Second exam opportunity
a) Notes:

i. Make sure you are registered at a specific examination centre.

ii. Should you need to change your examination centre, please contact 018 285 5900. If you should fail to change your examination centre in time, there will be serious financial implications for you.

iii. Changes for the June examination must be communicated to students before the end of February, and for the October examinations, before the end of July.

6 Counselling

a) Studying via ODL certainly poses a challenge to many students, since ODL students normally are professional adults who are employed, have families, are older, have other obligations and often find them isolated with regards to their tertiary education.

b) To assist students with their academic progress as well as the accompanying logistics and administration, we have availed the call centrum and various websites where students can get support.

c) However, we recognise that there might be psychological or other constraints that might dissuade students from focusing on their studies. For this reason we also have a 24-hour tele-counselling service available to our students: we believe that students without burdens will be positive in attitude, content and would focus on their studies. It is endeavoured that these services will be available 24/7 (thus including weekends), and at no charge.

d) The therapeutic service, called INGRYP has the infrastructure to offer counselling services to our students. Different types of counselling-services are available:

   i. Interpersonal interactions
   ii. Trauma counselling
   iii. Personal trauma
   iv. HIV/AIDS counselling
   v. Career guidance
e) Counselling services will be provided by professionals, including:
   i. Psychologists
   ii. Social workers

f) **Note: these services are only available to our students. Have student number and ID number ready when making contact.**

g) **If you need immediate response kindly dial the next telephone number:**

   Landline: +27 18 299 1777

**Note: We are of the opinion that students will benefit from this service. Successful students remain our goal.**

7 Provincial list of Learner Support centres 2017

<table>
<thead>
<tr>
<th>City/Town</th>
<th>Address</th>
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</table>
| Bisho       | Bisho L/H.P School 
No. 1 Kauta Drive 
**BISHO** 
5605         |
| Bosbokrand  | Early Childhood Development Institute 
Mapulaneng Former College of Education 
**BUSHBUCKRIDGE** 
1280 
Mpumalanga province |
| Daniëlskuil | Ouplaas Factory 
Indwala Industrial Holdings Limited 
Industrial Area 
**DANIËLSKUIL** 
8405         |
| De Aar      | De Aar Campus 
Van Riebeeck Road 
**DE AAR** 
7000         |
<table>
<thead>
<tr>
<th>Location</th>
<th>Address Details</th>
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</table>
| Durban    | Durban Teachers Centre  
3 College road  
Opposite Collegevale Primary School  
**GLENPORT**  
4015 |
| Durban Innovatus | 95 Monty Naicker street previously known as Pine street  
**DURBAN**  
4001 |
| Empangeni | 50 Tanner Street  
**EMPANGENI**  
3880  
**Coerier adres:**  
B620 Ngwelezane Township  
Nkonkohi road  
**NGWELEZANA**  
3880 |
| Ermelo    | Ligbron Akademie vir Tegnologie  
Voortrekker street  
**ERMELO**  
2350 |
| George    | Glenwood School  
Glenwood Avenue  
Glenwood  
**GEORGE**  
6530 |
| Giyani    | Giyani Education Multi-Purpose Centre  
Nsami Dam Road  
**GIYANI**  
0826 |
| Graskop   | Hoërskool Panorama  
Eeufees street |
<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
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</table>
| Johannesburg | Weltevredenpark Primary School  
41 Cockspur road  
**WELTEVREDENPARK**  
1709          |
| Kathu       | Kathu Campus  
Hans Coetzee road  
**KATHU**  
8446         |
| Kimberley   | Hoërskool Noord-Kaap  
Hayston Road  
Hadisonpark  
**KIMBERLEY**  
8306       |
| Kuruman     | Kuruman Campus  
C/O Roos and Voortrekker street  
**KURUMAN**  
8460      |
| Ladysmith   | Windsor Park High School  
Forbes street  
**LADYSMITH**  
3370    |
| Lichtenburg | Laerskool Burgersdorp  
Beyers Naude driveway 41  
**LICHTENBURG**  
2740  |
| Lusikisiki  | Ingwe FET College  
Ngqungushe  
Magwa road  
**LUSIKISIKI** |
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<th>Location</th>
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<td>Matatiele</td>
<td>Bergview College 2 Davies street MATATIELE 4730</td>
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<tr>
<td>Mkuse</td>
<td>Laerskool Mkuze H/v Dikkop and Kingfisher street MKUZE 3965</td>
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<tr>
<td>Mthatha</td>
<td>Khanyisa High school Behind Shell Ultra City East London Road (N2) Payne location MTHATHA 5099</td>
</tr>
<tr>
<td>Mukhanyo College</td>
<td>Plot 1 Solomon Mahlangu Drive P.O. Box 594 KWAMHLANGA 1022 Mpumalanga</td>
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<tr>
<td>Ndebele College</td>
<td>Siyabuswa Campus Bheki Mfundo Drive SIYABUSWA 0472 Mpumalanga</td>
</tr>
<tr>
<td>Oudtshoorn</td>
<td>Suid-Kaap College Adderly street OUDTSHOORN 6625</td>
</tr>
<tr>
<td>Parow</td>
<td>Laerskool Parow-wes Ryan street</td>
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<tr>
<td>Region</td>
<td>City/Location</td>
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<td>Location</td>
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</tbody>
</table>
| Port Shepstone | Marburg High  
Main Harding Road and Deepvale road  
Marburg  
PORT SHEPSTONE  
4252          |
| Pretoria     | Susan Strijdom Training Centre  
Gorden road 30  
Colbyn  
Queenswood  
PRETORIA  
0186          |
| Springbok    | Namaqa Campus,  
112 Main Road,  
OKIEP  
8270          |
| Ulundi       | Masibumbane High School  
A335 Umfolozi street  
ULUNDI  
3838          |
| Upington     | Upington College  
Steve Naude street 1  
UPINGTON  
8801          |
| Vanderbijlpark | North-West University  
Vaal Triangle Campus  
Hendrik van Eck Blvd  
VANDERBIJLPARK  
1991          |
<p>| Vanderbijlpark | Quest Conference Estate                                                 |</p>
<table>
<thead>
<tr>
<th>City/Town</th>
<th>Address</th>
</tr>
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</table>
| **VANDERBIJLPARK** | Cnr Goodyear and Curie Boulevard  
VANDERBIJLPARK  
1911 |
| **Vryheid** | Hoërskool Pionier  
Landdros street 16  
VRYHEID  
3100 |
| **Vryburg** | Hoërskool Vryburg  
Mc Kay str  
VRYBURG  
8601 |
| **Welkom** | St. Helena Primère Skool  
Unicor road 14  
WELKOM  
9459 |
| **Witrivier** | Laerskool Witrivier  
Syd Cornwall street  
WITRIVIER  
1240 |

**NAMIBIA**

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<tr>
<th>City/Town</th>
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| **Katima** | Physical Address:  
Zambezi Vocational Training College  
Wenela Road  
KATIMA MULILO  
Namibia |
| Centre name: Katima Mulilo  
Trade Name: Zambezi Vocational Training College |
| **Oshakati** | Physical Address:  
Charles Anderson School  
Erf 4033, Ardooie street  
ONGWEDIVA  
9000 |
| Centre Name: Oshakati  
Trade Name: Charles Anderson School |
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<td></td>
<td>38 Hage Geingob str</td>
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8 UODL EXAMINATION CENTRES FOR 2017

**EDUCATION**

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**Unit Open Distance Learning: Academic manager Faculty of Education Sciences**

<table>
<thead>
<tr>
<th>Van Vollenhoven, WJ (Willem), Prof</th>
<th>018 299 4542</th>
<th>G57</th>
<th><a href="mailto:20739109@nwu.ac.za">20739109@nwu.ac.za</a></th>
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<tbody>
<tr>
<td>UODL Academic Manager</td>
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**Unit Open Distance Learning administrative staff members**

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<tr>
<td>CALL CENTRE:</td>
<td>018 285 5900</td>
</tr>
<tr>
<td>(Student enquiries)</td>
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</table>
9 Academic inquiries: Lecturers, School of Education Studies, Potchefstroom Campus, NWU

9.1 Appointments and communication with the NWU-FES’s academic staff (BEdHons)

Lecturers can be contacted by:

- **Telephone**

Telephonic inquiries will be dealt with on Tuesdays - Thursdays between 10:00 and 15:00 only. NB Please note that lecturers have to teach classes on campus and attend conferences and meetings, and might therefore not be in office. Kindly leave a clear voice message, with your contact details, to ensure that lecturers return your call.

- **E-mail**

Inquiries via e-mail will be answered within 24 hours.

- **Appointment**

If you want to visit your lecturer, please schedule an appointment, otherwise you could drive all the way and may not be able to see him/her.

**NB Only contact your lecturer if you have academic queries concerning the content of the module**
### 9.2 List of lecturers (BEdHons Level 8):

#### Subject Group: Curriculum Studies, Philosophy, Research Methodology:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone number</th>
<th>Module</th>
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<tbody>
<tr>
<td>Geduld, BW (Bernadette) Dr</td>
<td>018 299 4583</td>
<td>CLIN 611 TLAS 612 TSCU 621 ISCS 611</td>
<td>G48</td>
<td><a href="mailto:13267752@nwu.ac.za">13267752@nwu.ac.za</a></td>
</tr>
<tr>
<td>Jagals, D (Divan) Dr</td>
<td>018 299 2154</td>
<td>CUDE 611 SLAD 621</td>
<td>G45</td>
<td><a href="mailto:12782890@nwu.ac.za">12782890@nwu.ac.za</a></td>
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<tr>
<td>Van der Vyver, CP (Corné), Dr</td>
<td>018 299 4587</td>
<td>FOER 611</td>
<td>G61</td>
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#### Subject Group: Learner Support:

<table>
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<th>Name</th>
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<tr>
<td>Neethling, M (Dr)</td>
<td>018 2852071</td>
<td>APLS 673 APLS 674</td>
<td>G12</td>
<td><a href="mailto:12689866@nwu.ac.za">12689866@nwu.ac.za</a></td>
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<tr>
<td>Fouché, E Dr</td>
<td>018 299 4552</td>
<td>FLCE 621 (May-Dec 2017)</td>
<td>G06</td>
<td><a href="mailto:10084975@nwu.ac.za">10084975@nwu.ac.za</a></td>
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<tr>
<td>I Kok, Dr</td>
<td>018 299 2143</td>
<td>CEPS 612</td>
<td>G23</td>
<td><a href="mailto:10317724@nwu.ac.za">10317724@nwu.ac.za</a></td>
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<tr>
<td>L Labuschagné</td>
<td>018 299 4555</td>
<td>FLCE 621 (Jan-April 2017)</td>
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<td><a href="mailto:10253076@nwu.ac.za">10253076@nwu.ac.za</a></td>
</tr>
<tr>
<td>Name</td>
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<td>Office</td>
<td>Room</td>
<td>Email Address</td>
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<tr>
<td>Van Deventer, I (Idilette) Dr</td>
<td>018 299 4590</td>
<td>BEdHons Coordinator</td>
<td>G63</td>
<td><a href="mailto:10693823@nwu.ac.za">10693823@nwu.ac.za</a></td>
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